

Indian Industrial School, Agency,
CARLISLE, PA.

March 21, 1905

I hereby certify that the within descriptive statement correctly shows all changes in the school employee force under my charge which have not previously been reported; and that the employees herein shown as appointed actually entered on duty on the dates indicated.

H. A. Mercer

Capt. 7th Cavy. Supt.

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OFFICE OF
Indian Affairs
Rec. MAR 23

1905

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Indian Industrial School,
Agency,
CARLISLE, PA.

March 21, 1905

H. A. Mercer
Capt. 7th Cavy. Supt. ~~Indian Agent~~

Reports Changes in School Employees.

Approved *March 25*, 1905

File

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SCHOOL EMPLOYEES.

Department of the Interior,

OFFICE OF INDIAN AFFAIRS.

TO AGENTS AND BONDED SUPERINTENDENTS :

All appointments, transfers, removals, and promotions in the Indian School Service are made by order of the Commissioner of Indian Affairs.

Upon the within "Descriptive Statement" immediately after instructions, you will submit all such changes in your school employee force for approval. Do not report changes in *Agency* positions on this blank, nor changes in school positions paying \$96 or less per annum.

Every column must be properly filled out, and you will refer to the file number and date of the office letter directing the change. In case of an emergency, you may fill a vacancy temporarily. A temporary appointment must be immediately reported to this office with full and explicit reasons therefor.

No appointment or relief should be reported until the employee has *actually* entered on duty, or terminated service.

In the column designated "Legal residence," show the State and Congressional district legally claimed by the employee, and in that of "Date of original appointment," state the time the employee first entered the Indian Service.

In the descriptive statement the SEX may be designated by the letter M for male and F for female; the RACE by W for white, N for Negro, I for Indian, H for half-breed, C for Chinese, etc.; the AGE is to be given when known—when it is estimated, a line should be drawn under the figures; S designates single, M married, and W widow.

The reports of "Changes in School Employees," are not considered as a substitute for "Quarterly Reports of School Employees." The latter must be made regularly and promptly, without regard to these.

THIS BLANK MUST BE FILLED OUT IN ACCORDANCE WITH PRINTED INSTRUCTIONS.

DESCRIPTIVE STATEMENT of changes in School Employees at Indian Industrial School, Agency, CARLISLE, PA.
 submitted March 21, 1905, by W. A. Mercer, Capt. 7th Cav. Supt. U. S. Indian Agent. W.B.B.

APPOINTED: NAME IN FULL.	AUTHORIZED POSITION.	COMPENSA-TION.	SCHOOL AT WHICH EMPLOYED.	DATE ENTER-ING ON DUTY UNDER THIS APPOINTMENT.	SEX.	RACE.	AGE.	Single, Married, or Widowed.	BIRTHPLACE.	LEGAL RESIDENCE.		PREVIOUS OCCUPATION.	DATE OF ORIGI-NAL APPOINT-MENT.	DATE AND FILE NUMBER OF OFFICE LETTER AUTHORIZING THIS CHANGE.
										STATE.	CONG. DIST.			
Frank B. Green	Teacher	\$660.00	Carlisle	March 12, 1905	M	W	26	S	Penna.	Penna.	19	Teacher	March 12, 1905	See Florence M. Carter, deceased.

RELIEVED: NAME IN FULL.	AUTHORIZED POSITION.	COMPENSA-TION.	SCHOOL AT WHICH EMPLOYED.	DATE OF TER-MINATING SERVICE.	RESIGNED, DISMISSED, OR TRANSFERRED.	CAUSE.	DATE AND FILE NUMBER OF OFFICE LETTER AUTHORIZING THIS CHANGE.
Florence M. Carter	Teacher	\$660.00	Carlisle	Feb. 28, 1905	Deceased	Died March 11, 1905, Not on duty in March.	
Johnson Bradley	Fireman	420.00	"	March 10, 1905	Resigned		March 16, 1905, Ed 19901-1905.

The name of Green is temp. Ask Ch. C. 60 days & say no elig. have been req. for the reason that ^{it is not the case} ~~if the school from Jan 30 the services of~~ ~~will not be required until Sept. 1st, 1905.~~ ~~the Supt. reports~~ ~~that it will not be neces. to fill this position perm. until Sept. 1~~ & the temp tchr. will only be retained about 6 wks or 2 mos. Has not Miss Carter entitled to sick leave for the time she was ill?